



Arbeitsgemeinschaft für
Entwicklungshilfe (AGEH) e.V.

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Personaldienst der deutschen Katholiken für
internationale Zusammenarbeit

Personnel Agency of the German Catholics for
International Cooperation

Service de Personnel des Catholiques Allemands
pour la Coopération Internationale

Servicio de Personal de los Católicos Alemanes
para la Cooperación Internacional

Serviço Pessoal dos Católicos Alemães
para a Cooperação Internacional

J O B R E F E R E N C E

Mr. Thomas Brüggemann, born on March 17th, 1960 in Soest, Germany, was placed by AGEH and employed as a Business Administration Specialist in aid work in Afghanistan from March 1st, 2005 to March 31st, 2007, including a period of preparation time. Employment contracts concluded in accordance with the Federal German Aid Workers Act are accordingly for a limited time from the outset.

Arbeitsgemeinschaft für Entwicklungshilfe (AGEH e.V.) is an organization specializing in HR consulting, personnel recruitment and personnel development which places qualified, experienced and skilled personnel in projects conducted in church-related development cooperation, as well as providing consultation and services for international learning services. It is the central German Catholic HR resources service for all fields of personnel development cooperation. At present, some 300 skilled personnel are at work within the various personnel programs.

After successfully completing preparations for his aid work during the period from March 1st, 2005 to March 31st, 2005, Mr. Brüggemann worked from April 1st, 2005 until March 31st, 2007 as the Head of Finance for the German Caritas association in the department Caritas international (Ci) at the Project Support Office in Kabul, Afghanistan.

During the course of his services contract, Mr. Brüggemann was entrusted with the construction and management of the business administrative control of the activities of DCV e.V., Ci in Afghanistan. He directed the Administration and Finance Sector of the Foreign Office for Afghanistan in Kabul and performed the following individually listed duties:

- Development of a double-entry bookkeeping system;
 - Development of processes and sequences for the business administrative handling of all the local projects there;
 - Introduction of new bookkeeping software;
 - Selection, training and advanced training of the local employees, preparation of the transfer of responsibility to local workforces;
- Preparation of financial reports (annual turnover of around 2 million (Euros???) and responsibility for some 60 co-workers) for AA, BMZ, ECHO and for the internal and external accounting/controllers;

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Monitoring of external financial audits;
Advice and support for local partner organizations in the fields of finance and reporting;
Acceptance of the processes and reports in coordination with the headquarters in Germany.

Mr. Brüggemann constantly conducted the tasks which he was assigned with commitment and qualified professionalism to our utmost satisfaction. Even under the difficult conditions that are characteristic for conflict areas such as Afghanistan and the attendant security risks, thanks to his quick grasp of things and his established prior knowledge and experience, Mr. Brüggemann was able to acclimatize himself to his new range of duties and challenges with extraordinary speed. With great commitment and self-reliance, a capacity for heavy workloads and a conscientious, target-oriented manner of working, he was successful in producing work results of a very high standard and in enabling practical solutions to be achieved with his valuable contributions.

His high level of technical skills, his excellent communication skills along with his openness and willingness to help were greatly appreciated by both his supervisors and his employees. His friendly, cooperative conduct is a bonus to any team.

Mr. Brüggemann's employment ended on the basis of the expiration of the two-year aid worker service contract as required on March 31st, 2007. Mr. Brüggemann will continue to remain available to DCV e.V., Ci in the future as a Financial Consultant for its representatives in Afghanistan, Indonesia, Tajikistan and Sri Lanka.

AGEH thanks Mr. Brüggemann for his committed, successful work and wishes him all the best for his personal and professional future.

Cologne, March 31st, 2007

ARBEITSGEMEINSCHAFT FÜR ENTWICKLUNGSHILFE



Michael Steel
Executive Director

